
Mission

To maintain an open line of communication with law enforcement, victims and witnesses, and to assure that all parties involved in the prosecution and public defense of felony cases are available and present for trial, pretrial conference and dispositions.

Business Strategy

The Witnesses Management Division serves as a liaison with the State Attorney's office, Public Defender, Law Enforcement, victim and witnesses. Witness Management Coordinators ensure attendance of all witnesses, victims and law enforcement officers under subpoena for trial on all felony cases, keeping in contact with witnesses by phone and mail to inform witnesses of the status of the case and update cases with current information cutting down on unnecessary court appearances and minimizes cost. The coordinator also makes all travel arrangements for out of state witnesses.

Objectives

Minimize cost of appearance and mileage fees by keeping victims and witnesses updated on the status of cases.

Purchase the best government rate on airline tickets while making travel arrangements for out-of-state witnesses, in turn saving costs for the county.

Issue subpoenas for trial only once and ensure that witnesses maintain phone contact throughout the pending case, instead of reissuing subpoenas monthly.

Performance Measures	FY 01/02 Actual	FY 02/03 Estimated	FY 03/04 Projection	FY 04/05 Projection
Subpoenas issued	21,069	22,000	22,930	23,860
Subpoenas returned	2,268	2,300	2,334	2,368
Subpoenaed witnesses put on standby	26,650	26,200	26,350	26,650
Witness letters	43,378	43,500	44,622	45,244
Dept. Of Corrections letters to victim/witness providing notification of the sentence of defendant	391	425	459	493
Subpoenaed witnesses that actually go to trial	711	800	889	978
Subpoenaed witnesses called off	68,023	69,000	69,977	70,974

Department:		COMMUNITY SERVICES			Seminole County	
Division:					FY 2003/04	
Section:		WITNESS MANAGEMENT			FY 2004/05	
	2001/02 Actual Expenditures	2002/03 Adopted Budget	2003/04 Adopted Budget	Percent Change 2003/04 Budget over 2002/03 Budget	2004/05 Approved Budget	Percent Change 2004/05 Budget over 2003/04 Budget
EXPENDITURES:						
Personal Services	132,099	147,957	116,644	-21.2%	167,245	43.4%
Operating Services	296	1,917	2,081	8.6%	2,081	0.0%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	38,882	100.0%	0	-100.0%
Subtotal Operating	132,395	149,874	157,607	5.2%	169,326	7.4%
Capital Improvements	0	0	0		0	
TOTAL EXPENDITURES	132,395	149,874	157,607	5.2%	169,326	7.4%
FUNDING SOURCE(S)						
General Fund	132,395	149,874	157,607	5.2%	169,326	7.4%
TOTAL FUNDING SOURCE(S)	132,395	149,874	157,607	5.2%	169,326	7.4%
Full Time Positions	4	4	4		4	
Part-Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2003/04						
Reserves reflect funding that will be transferred to the State due to Article V implementation in July of 2004.						
New Programs and Highlights for Fiscal Year 2004/05						
Capital Improvements	2003-04	2004-05	2005-06	2006-07	2007-08	
Total Project Cost	0	0	0	0	0	
Total Operating Impact	0	0	0	0	0	